Meeting Minutes
January 21, 2015

Members Present

Chair Bill McConnell, Mr. Scott Feeny, Mr. David Galvin, Mr. Jeff Hudnall, Mr. Steve Elliott, Dr. Stacy Townsley, Mr. Andrew VanZee

Members absent

None

Staff present

Ms. Jackie Dowd, Mr. Shane Hatchett, and Mr. Robert Paglia

Conference phone line

Ms. Robin Taylor

I.   Call to Order

Dr. Stacy Townsley (sitting in for Chair McConnell) called the meeting to order at 10:00AM.

II.   Chair's Welcome and Report

Dr. Townsley welcomed members, representatives, and guests. Mr. Hudnall called roll and a quorum was established. Dr. Townsley presented the minutes from the December 22, 2014 meeting for approval. Dr. Townsley motioned and Mr. Galvin seconded. The motion passed.

III.   Opportunity for Public Comment

Dr. Townsley indicated there were no sign-ups for public comment, but that there would be an opportunity, time permitting, at the end of the meeting for comments.

IV.   Data Governance Framework Resolution and Partner Agency Data Sharing Agreement/MOU

Mr. Hudnall thanked everyone for coming together to put the documents together, and the long hours put into the edits. He mentioned that we have a more robust document in the framework to give a good foundation moving forward. Mr. VanZee said he agreed and was happy to see a document that included stringent measures for data security put in place by the Indiana Office of Technology (IOT).

Chair McConnell said the document as it stands is very comprehensive, but there are a few things that need to be addressed. The first thing to address is the timeline for submitting data and the frequency for agencies to load data into the database. Second, he mentioned a need to identify who is responsible for normalizing the submitted data. Third, he said there needs to be more detail on the costs of the INK system. Lastly, he mentioned the possibility of providing a document summary at the beginning of the document since it is such an in-depth document.

Mr. VanZee said he agreed with Chair McConnell and mentioned a need for looking at data frequency. Mr. Elliott said they don't really know the answers to those questions at the moment because they are currently in the process of the requirements building phase with Netlogx to determine those details. He mentioned there is a need to specify these details but maybe not in a document like this because it would require governance committee approval every time a data element changes. He said we should rely on the technical experts to help make those decisions.

Dr. Townsley said page 20 of the document mentioned that agencies should submit data on a timely basis. She suggested to add the phrase "as needed to address the questions". Mr. Elliott said there has been some discussion around being too specific in some cases and allowing more room in others. He believes this is a case where they should be less specific so that they don't set themselves up for violations. Mr. Hatchett said the next line states that partner agencies will submit data to the INK system as determined by resolution of the INK governance committee. The idea is that this document would not have to be updated each time a new data element changed and this outlines the process.

Mr. Hudnall mentioned that the governance framework document is a living document that will continue to be updated as needed. Mr. Hatchett said the INK technical advisory group will work with Mr. Hudnall to define what the resolution should look like. Mr. Elliott reiterated that they are all saying the same thing that we know we need more specific detail and will work on a way to note those specifics in the future. Chair McConnell agreed and noted that we need to be careful not to have too many documents because it could get confusing to have so many clicks into something to find what you are looking for.

Chair McConnell noted at the top of page 11 it mentions that it is the responsibility of the INK governance committee to work with the INK executive director to establish a time frame for submission of data. Mr. Hudnall said it sounds like we are all in agreement that we need to get the specifics, but we need to determine how they will do that. Mr. VanZee said he was comfortable with approving the document as is to put a stake in the ground and they could always come back and address the issues. Mr. Galvin had a question about the affiliate organizations in the document. Mr. Hatchett said they are working out those details with affiliate organizations and will have an update in the future. Dr. Townsley asked for a motion to pass the governance framework document. Mr. VanZee motioned and Mr. Elliott seconded. The motion passed.

V.   Memorandum of Understanding with IBRC

Mr. Hudnall provided an update from the last meeting on the intent to enter an MOU with IBRC. Mr. Jerry Conover of IBRC said there was some ambiguity in the language in item seven on page three. Mr. Hudnall said he was aware of that and would make the appropriate changes. Mr. Feeny said he would like to know the next steps in the process and how the issues of data sharing and data access would be addressed. Mr. Feeny had a concern that IBRC might have increased access to the data due to their unique role in the project. Ms. Carol Rogers of IBRC mentioned that she understands the concerns with being able to see sensitive data, but she said IBRC needs to see de-identified data rather than personally identifiable data. She suggested that Mr. Feeny put something in place in the upcoming data sharing agreement that states the terms and use of data from private colleges.

Mr. Hatchett reminded everyone that they are still in the process of working out specifics with Netlogx in the requirements as well as working with CHE and ICI on the data sharing agreements. Mr. Feeny said he would be comfortable with moving the end date of the agreement up to July 31, 2015. That would give the agencies time to work out details prior to that governance committee meeting in July, and would allow the agreement to be addressed before ICI data is submitted to INK. Mr. VanZee motioned to accept the MOU with IBRC and Mr. Galvin seconded. The motion passed.

VI.   **INK-IOT Migration Project Update**

Mr. Hudnall introduced Mr. Robert Paglia, Deputy CIO for IOT. Mr. Paglia mentioned that Netlogx was selected to work on the project and procurement had been completed. He mentioned they had a kickoff meeting with stakeholders and have started meeting with some stakeholders individually. He said they are using the SLDS grant for part of the procurement of Netlogx and for a dedicated project manager from IOT. He mentioned they would be getting a technical architect for the SAP environment which will need a change order.

VII.   **Staff Updates**

Mr. Hudnall mentioned the SLDS site visit from the US Department of Education would occur on January 27. He asked that governance committee members send Lisa Ford an email on their availability to meet with them.

Mr. Hudnall mentioned that he attended a vendor management conference a few weeks ago and there is a best practices conference coming up in March that he is going to attend.

Mr. Hudnall announced that Mr. Hatchett has taken a new position with FSSA as Deputy Director of Medicaid. Mr. Hatchett thanked everyone for their hard work on the project and wished them success.

VIII.   **Adjourn**

Dr. Townsley reminded members of the next meeting on April 22, 2015 at 10:00AM.
Mr. VanZee motioned to adjourn, Mr. Galvin seconded. The meeting adjourned at 11:15AM.